

# COLESHILL PARISH COUNCIL

## Draft MINUTES

of meeting held on Monday 16<sup>th</sup> December 2013, in the Village Hall

### Present

|                     |                                   |                    |
|---------------------|-----------------------------------|--------------------|
| Parish Councillors: | Terence Prideaux (TPx) (Chairman) | Dick Ware (DW)     |
|                     | Carol Hallchurch (CH)             | Elaine West (EW)   |
|                     | Dave McGhee (DM)                  | Lynn Woodgate (LW) |
| Parish Clerk:       | Linda Collison (LC) (Clerk)       |                    |
| Members of Public:  | 6                                 |                    |

### Open Forum

Two members of the public attended the meeting to discuss their proposed planning application. The matter was deferred until agenda item 9 (Planning).

#### 1. Apologies for Absence

None.

#### 2. Minutes of previous meetings

It was MOVED by TPx and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday 18<sup>th</sup> November 2013 be signed as a true record of the meeting, with one amendment on page 1, item 4. The sentence 'The gypsy site on New Road has temporary planning permission and its future depends on whether sufficient alternative sites can be found in the district ' should be changed to 'The gypsy site on *Waggoners Bit, Whielden Lane* has temporary planning permission and its future depends on whether sufficient alternative sites can be found in the district.'

#### 3. County Council

**Barracks Hill Triangle and Sampson Hill passing places** TPx reported that on 19<sup>th</sup> November 2013 County Councillor Butcher confirmed that although he had made contact with the LAT (Local Area Technician) there was no update. TPx explained that he had emailed Councillor Butcher again on 26<sup>th</sup> November regarding both this matter and the three lay-bys on Sampsons Hill that need repairing, Councillor Butcher replied (on 2<sup>nd</sup> December) explaining he would "chase again". Action TPx - to contact Councillor Butcher again.

**Grit Bins:** LC confirmed that as the three grit bins in the village are on highways land they will be checked every two to three weeks by BCC Highways who will top-up if necessary free of charge.

#### 4. District Councillor

None.

#### 5. Chairman's remarks

**Calendar of events:** TPx confirmed that a calendar of events was being created which would list actions that needed to be made and when (eg Insurance renewal, play area inspection). This would be used to ensure deadlines are met, to avoid surprises and to anticipate rents we receive or payments to be made. Action LC/TPx to finalise draft and circulate to members.

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**HS2:** TPx explained that all parishes along the proposed route of the HS2 had been issued with documentation regarding HS2 which was to be made available to the public. Any residents wanting to look at the information should contact him directly.

### 6. Finance

The **2013-14 accounts** as at 29<sup>th</sup> November 2013 were presented:

- Bank Balance was £12,586.94
  - Cashbook Balance was £12,430.94
  - Spend Apr-Oct was £4,554.69
  - Receipts Apr-Oct was £8,463.53 (£8,000 = precept)
- EW confirmed that the **Fixed Asset Register** had been updated as requested at the previous meeting to include the 3 grit bins. It was AGREED unanimously to adopt the Fixed Asset Register dated 13<sup>th</sup> December 2013 circulated prior to the meeting.
  - EW confirmed that sections 5.3 and 6.5 of the **Financial Regulations** had been updated as requested at the previous meeting. It was AGREED unanimously to adopt the Financial Regulations dated 16<sup>th</sup> December 2013 circulated prior to the meeting.
  - **2014-15 Budget.** EW presented a proposed budget for 2014-15, explaining that the figures were estimated from current year figures (actuals and forecasted), previous two years' final accounts and known future costs.

EW also explained that the proposed year end reserves (based on the CPALC 'Best Practice Guide to Parish Councils for Reserves') should include:

- A General Reserve covering 6 months operating costs
- An Election Reserve (1 contested election)
- A Legal Reserve (unforeseen legal costs)
- A Locum Clerk Reserve (3 months)
- A Maintenance Reserve (open spaces)
- A Reserve for cleaning the War Memorial

It was noted that 60-70% of the budget was needed to simply run the Council (Clerk's wages and costs, Insurance etc) leaving very little to fund projects.

After a lengthy discussion it was PROPOSED by DM, SECONDED by DW and AGREED unanimously that the proposed budget 2014-15 be adopted. (Appendix 1).

- LC confirmed that three quotations had been obtained for cleaning the **War Memorial**. It was PROPOSED by LW, SECONDED by CH and AGREED unanimously to accept the quotation from Creative Memorials and that repainting the chains black should be added to the work. LC to action.

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TPx confirmed that he had applied for a grant to help pay for the cleaning of the war memorial, adding that even if successful, the amount would probably be less than £300.

- **Response to Internal Auditor.** EW reminded members that the letter of engagement from the Internal Auditor had included a long list of items for the Council to action or information for the Council to provide. EW added that with the exception of reviewing and documenting the internal controls, all of these tasks were now complete. EW PROPOSED, and it was unanimously AGREED that EW, TPx and LC respond to the Internal Auditors on behalf of the Council and that the internal controls are considered at the January 2014 meeting.

### 7. 2014 Meeting dates

It was AGREED that the Parish Council meetings in 2014 should be held at 8pm on the following dates:

|           |                          |   |
|-----------|--------------------------|---|
| January   | Tuesday 14 <sup>th</sup> |   |
| February  | Monday 17 <sup>th</sup>  |   |
| March     | Monday 17 <sup>th</sup>  |   |
| April     | Monday 28 <sup>th</sup>  |   |
| May       | Monday 19 <sup>th</sup>  | <b>(The Annual meeting of the Parish Council)</b> |
| June      | Monday 16 <sup>th</sup>  |   |
| July      | Monday 21 <sup>st</sup>  |   |
| August    | <b>No meeting.</b>       |   |
| September | Monday 15 <sup>th</sup>  |   |
| October   | Monday 20 <sup>th</sup>  |   |
| November  | Monday 17 <sup>th</sup>  |   |
| December  | Monday 15 <sup>th</sup>  |   |

It was AGREED that **The Annual Parish Meeting** should be held on Monday 19<sup>th</sup> May at 7pm, ie immediately preceding The Annual meeting of the Parish Council.

Action LC to put all dates on the Council web site.

### 8. Approval of items for payment

It was PROPOSED by DW, SECONDED by LW and AGREED unanimously to approve the following items for payment:

| Description            | Payee                 | Power                         | (£)          |
|------------------------|-----------------------|-------------------------------|--------------|
| Clerks Wages September | L Collison            | LGA 1972 S112                 | Confidential |
| Clerks Wages October   | L Collison            | LGA 1972 S112                 | Confidential |
| Clerks Phone Calls     | L Collison (Expenses) | LGA 1972 S111                 | £13.87       |
| Play Area Goal Net     | L Collison (Expenses) | LG (Misc Provisions) Act 1976 | £37.75       |
| PAYE                   | HMRC                  | To be paid in January 2014.   |              |
| Clear Pond             | Tbc c/o C Wege        | OSA 1906 S14                  | £639.98      |
| Remove split branch    | Amersham Town Council | OSA 1906 S14                  | £507.96      |
| Play Area Bark         | Amersham Town Council | LG (Misc Provisions) Act 1976 | £744.10      |

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LC confirmed that Mark Richardson, Contracts Manager, Amersham Town Council had quoted £600<sup>1</sup> to repair the timber sections of the multi-play-slide that had been highlighted in the play area inspection as having severe rot. It was AGREED that LC should arrange for the repairs to be made provided they meet the Council's insurance company requirements.

It was AGREED that the Play Area should be a separate item on the Agenda for January's meeting.

### 9. Planning

#### Windmill Farm:

*Meeting paused while the owner of Windmill Farm addressed the Council, explaining that a new planning application will be made for Windmill Farm which is based upon an approved planning application and permitted development rights.*

*Meeting re-opened.*

Action: DW to talk with the owner of Windmill Farm to gain a better understanding of the plans.

#### New applications:

- **CH/2013/1835 - Dewpond**

DW reported that the Council have commented on this application to CDC Planning, expressing concern that placing two houses further back on the same site and screening them at the front with mature hedging and trees will blot out a view which gives considerable pleasure to all who walk along Village Road.

It was noted that a member of the public had also raised concerns that by placing the new properties further back, the neighbouring property will suffer loss of light. TPx reported that he had written in a private capacity to object to each proposed house's rear extension having a lantern 11.8 x 10.5 feet, pointing out the light pollution they would emit over the valley.

- **CH/2013/1830 - Ongar Hill Cottage**

DW reported that the Council had no objections to this application.

- **CH/2013/1857 - Cherry Tree Farm**

DW reported that the Council had no objections to this application.

- **CH/2013/1663 - The Winchmore Hill Kennels.**

DW reported that the Council had commented on this application to CDC Planning but that the application had since been withdrawn.

#### CDC Planning Decisions:

- **CH/2013/1654 - Moorey.**

DW reported that this application had been REFUSED by CDC.

- **CH/2013/1589 - Oak Tree Cottage.**

DW reported that he had attended the CDC Planning Committee meeting on Thursday 12<sup>th</sup>

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<sup>1</sup> Alternative quotation received was £1668.00

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December 2013. By a majority vote (8-3) the Committee voted to approve the application but applied 9 conditions. TPx thanked DW for attending the meeting.

DM raised concern that CDC planning did not take enforcement action when this matter was first reported to them by CPC, asking how this could be prevented from happening again in the future.

Members also express concern that there appeared to be a lack of consistency in the planning decisions made by CDC.

### 10. The Village

- **Common and Pond.** TPx reported that since the last meeting a large amount of work had been carried out at the pond, adding that on Wednesday 3<sup>rd</sup> December 2013 Chris Wege and Brian Hester had worked very long hours clearing the pond. Members expressed their appreciation to both Chris and Brian.

### 11. Councillors' Reports

- **Open Spaces.** DM reported that there were two poles on the roadside verges that have no purpose and should be removed – one by the entrance to the tennis club and one (mentioned in a previous meeting) near the Triangle on Barracks Hill. Action TPx to raise this matter again with County Councillor Butcher.  
LC advised that if a car is damaged by driving through a pothole (or similar) after the driver had reported that pothole to BCC highways, the driver can claim compensation from BCC. Action LC to communicate via village email.  
Further to the comments made earlier in the meeting regarding The Triangle, DM expressed his concern that BCC had made no progress and suggested that the Triangle should either be fixed quickly or simply covered over with tarmac. Action DM/TPx to write to Councillor Butcher.
- **Website.** DM requested that the ownership of the website is transferred to CPC, and that the Council advertise again for a deputy web master. Action LC.
- **Play Area.** LW confirmed that the new bark had been laid at the play area.  
Concern was raised that although earlier in the meeting the Council had approved Amersham Town Council repairing the rotten timber sections of the multi-play-slide, other parts of the frame were also rotting and would soon need attention. LC to ask Mark Richardson (Amersham Town Council) whether the application of a wood preservative would help.
- **Tennis.** TPx reported that the club has 108 paying members and a healthy bank balance.
- **Village Hall.** Nothing to report.
- **School.** LW reported that the school would be closing on Friday 20<sup>th</sup> December 2013 for the Christmas holidays.
- **Newsletter.** DW reported that the winter edition of the Newsletter had been published.
- **Cricket Club.** Henry Amar, Chairman of The Coleshill Cricket Club made a presentation to the Council regarding the future of the Club and its need for several years of stable

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financing. A report, including the last two years' accounts had been circulated to the Council members prior to the meeting.

The cricket club's financial difficulties were primarily due to the loss of their sponsor and if no sponsor is found by the end of 2014, the club will have to close. The pavilion is in poor condition and urgently in need of remedial work which the cricket club cannot afford. The boundary fence also needs repairing with the uprights showing signs of rot. Fund raising activities are planned, but the Cricket Club needs help in short term to help finance the repairs to the toilets and showers. The Cricket Club also urgently needs a barman to work Saturdays and Sundays.

After a lengthy debate it was AGREED that a working party should be set up to discuss the matter further and to report back to Council for consideration. The Working Party to include members of the Council, the Cricket Club and members of the public. Action TPx.

10:00 pm Meeting Closed.

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### DEMOCRATIC PERIOD

None

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Signed .....

Date .....

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### Appendix 1 2014-15 Budget

|   | £                        |                 |
|---|--------------------------|-----------------|
| <b>Receipts</b>                             |                          |                 |
| Precept                                     | 8,000.00                 |                 |
| Village Hall Rental                         | 10.00                    |                 |
| Cricket Club Rental                         | 150.00                   |                 |
| Tennis Club Rental                          | 150.00                   |                 |
| UK Power Ground Rent                        | 50.00                    |                 |
| Vat receipts                                | 508.68                   |                 |
| Parish Magazine: Christmas Greetings        | 400.00                   |                 |
|   | <hr/>                    |                 |
| <b>Income</b>                               | <b>9,268.68</b>          |                 |
|   | <hr/>                    |                 |
| <b>Expenditure (see next page)</b>          | <b>8,531.68</b>          |                 |
|   |                          |                 |
| <b>Income less Expenditure</b>              | 737.00                   |                 |
|   |                          |                 |
| <b>Opening Bank Position</b>                | 8,921.42                 |                 |
| <b>Closing Bank Position</b>                | 9,658.42                 |                 |
|   |                          |                 |
| <b>Opening Reserves</b>                     | 8,132.08                 |                 |
| <b>Closing Reserves (see below)</b>         | 8,332.08                 |                 |
|   |                          |                 |
| <b>Excess of Bank Balance over Reserves</b> | 1,326.34                 |                 |
|   |                          |                 |
| <b>Closing Reserves</b>                     |                          |                 |
| General Reserve                             | 6 months operating costs | 4,113.34        |
| Election Reserve                            | 1 contested election     | 500.00          |
| Legal Reserve                               | Unforeseen legal costs   | 500.00          |
| Locum Clerk Reserve Cost                    | 3 months                 | 1,018.75        |
| Maintenance Reserve                         | Open Spaces              | 2,000.00        |
| War Memorial                                |                          | 200.00          |
|   |                          | <hr/>           |
|   |                          | <b>8,332.08</b> |
|   |                          | <hr/>           |

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### Appendix 1 2014-15 Budget – continued

|                                       | £               |
|---------------------------------------|-----------------|
| <b>Payments</b>                       |                 |
| <b>Administration</b>                 |                 |
| Clerks Salary                         | 3,904.98        |
| Clerks Expenses                       | 170.00          |
| Insurance                             | 692.70          |
| Running the Website / IT              | 200.00          |
| Training / Professional Subscriptions | 310.00          |
| Lawyer/Auditor/Accounting Services    | 667.00          |
| Newsletter                            | 540.00          |
| Hall Booking Fee                      | 75.00           |
| Postage / Stationary / Sundries       | 200.00          |
| ICO annual registration fee           | 35.00           |
| <b>Common and Pond</b>                |                 |
| Commons Insurance                     | 240.00          |
| <b>Jack Adams Field</b>               |                 |
| Hedge Cutting                         | 312.00          |
| Grass Mowing                          | 360.00          |
| <b>Play Area</b>                      |                 |
| Grass cutting and maintenance         | 360.00          |
| <b>Village Appearance</b>             |                 |
| Village tidying and tree pruning      | 400.00          |
| Best Kept Village entry               | 65.00           |
| <b>Election costs</b>                 | 0.00            |
| <b>Charitable Donations</b>           | 0.00            |
| <b>Total Expenditure</b>              | <b>8,531.68</b> |